

Office of Administrative Hearings
Washington Management Service Recruitment



Financial Manager

Closes: August 20, 2002

Location: Office of Administrative Hearings Headquarters, Olympia (near West Coast Hotel)

Salary: WMS Band 2 (position currently pays \$55,000 - \$76,200 annually, depending on qualifications)

Agency Profile:

The Office of Administrative Hearings (OAH) conducts fair and independent "due process" hearings and issues sound and timely decisions for a wide variety of state and local agencies. OAH has about 140 FTEs (including 74 Administrative Law Judges) and nine offices statewide. OAH is a revolving fund agency that currently receives ongoing revenue from five state agencies and is paid on an hourly basis by a number of other agencies. Total budget is around \$22 million, about 20% indirectly derived from the state general fund. OAH holds about 36,000 administrative hearings per year for Employment Security and about 22,000 for DSHS.

Principal Responsibilities:

As the primary "hands-on" budget person for a small agency, develops and submits biennial budget and allotments, monitors and adjusts revenues and expenditures, and participates in developing agency strategic plan. In addition, the person is responsible for management of the agency accounting, human resources, facilities, and other business management functions. Participates on six-member Executive Management Team for the agency. Supervises the fiscal unit staff of four people and a Human Resource Consultant Assistant. Negotiates budgets/contracts with client agencies. Oversees purchasing, inventory, ergonomics, personnel/payroll and risk management activities. Writes and implements agency fiscal and human resource policies. Responsible for fiscal notes. Primary agency contact with DOP, OFM and legislative budget staff. Directs compliance with state audit. Reports to Chief Administrative Law Judge (agency director).

Desirable Qualifications:

- ⇒ Bachelor's or Master's degree in public administration, business, accounting or related field (exceptional experience may be substituted). At least four years experience with state or local government budgeting; experience with Washington State government preferred. Experience with budget development, fiscal notes, accounting and financial management, and monitoring expenditures.
- ⇒ The successful candidate will:
 - Have knowledge of business management principles and practices and Washington state budgeting, accounting, and auditing requirements and procedures.
 - Have experience utilizing Washington State automated financial systems.
 - Use information technology efficiently.
 - Possess the ability to lead, train, and supervise staff.
 - Have the ability to work independently or as a team member.
 - Have excellent written and oral communication skills.
 - Have knowledge of federal and state employment, equal opportunity and civil service laws, regulations and guidelines.
 - Have some familiarity with administrative hearings or legal processes.

To Apply:

Submit a letter of interest, a resume, a completed Washington state employment application, and a list of three professional references, including their current addresses (and email addresses if known) and telephone numbers to:

Georgia Eckroth, Human Resource Manager
919 Lakeridge Way SW
PO Box 42488
Olympia WA 98504-2488
(360) 664-8717
(360) 664-8721 fax
geckr@oah.wa.gov

OAH is an equal opportunity employer and encourages all qualified applicants to apply. Applicants who need assistance or who need this announcement in an alternative format may call (360) 664-8717. For TTY, call 1-800-833-6388.